

Complete Policies and Student Information

Visit extension.berkeley.edu/info.

Payment of Fees

You are not officially enrolled until your fees are paid in full; partial payments cannot be accepted. If you pay by credit card and your charge is declined, you will forfeit your space in the course. A \$25 charge is assessed for returned checks.

When you enroll using the Extension website, you receive a receipt via email after your payment is processed. Phone enrollments can also be confirmed through email or they can be mailed to a physical address. If you enroll in person at the Golden Bear Center, the cashier gives you a receipt and, on request, can also email you an enrollment confirmation and receipt.

Transfers

All transfer requests are subject to a \$35 course transfer fee.

Use your student account at extension.berkeley.edu to request a transfer to a new section or course within the timelines listed below. Visit extension.berkeley.edu/static/studentservices for details.

Transfers for Classroom and Hybrid Courses (Drop Deadline)

- Between courses with fewer than six meetings: Transfer requests must be made one day before the course start date of the original course, provided the enrollment limit of the course you are transferring to has not been reached.
- Between courses with six or more meetings each: Transfer requests must be made one day before the second course meeting of both courses, provided enrollment limit of the course you are transferring to has not been reached. The timeline for transferring varies from one to 14 days after the course start date, depending on the course meeting pattern.

Transfers for Online Courses

For fixed-date online courses, you can request transfers up to six days after the course start date.

For continuous-enrollment online courses, you can request transfers up to six days after you enroll.

Approvals for transfers will be based on course and space availability and the scheduled course start date, as applicable. Any difference in course fees will be assessed and due at the time of the transfer. Transferred enrollments are not refundable.

If you have questions regarding the refund policy, please call (510) 642-4111.

Discounts for UC Berkeley Faculty and Staff

All UC Berkeley faculty and staff with at least 12 months of University service and an appointment of 50 percent or more are eligible for a 10 percent discount (up to a maximum of \$50) on course enrollment fees for most UC Berkeley Extension courses. Staff discounts are restricted to one course per term. Staff must request the discount at the time of enrollment. To receive the discount, please complete an enrollment form and present your Cal I Card when enrolling in person or mail the enrollment form and a copy of your Cal I Card. Staff discounts cannot be processed over the phone or via the Web. Staff discounts cannot be given retroactively, cannot be combined with any other discount and are not transferable. The staff discount does not apply to Concurrent Enrollment courses, the Oxford Berkeley Program, and some additional Extension programs and courses.

Discounts for UC Alumni

Members of the California Alumni Association (CAA) are entitled to a 10 percent discount (up to a maximum of \$50) on course enrollment fees for most Extension courses. Alumni discounts are restricted to one course per term. Alumni must request the discount at the time of enrollment. To receive the discount, you must have your CAA membership card available if you enroll in person or by phone, or include a copy of your card if you enroll by mail. Alumni discounts cannot be processed via the Web. Alumni discounts cannot be given retroactively, cannot be combined with any other discount, and are not transferable. The alumni discount does not apply to Concurrent Enrollment courses, the Oxford Berkeley Program, and some additional Extension programs and courses.

Refunds

Refunds are available for individual course fees only. UC Berkeley Extension does not issue refunds of professional certificate and program registration fees. If you enroll in a course and then cannot attend, you may request a refund within the following guidelines. The standard refund processing fee is \$50 per course. For certain courses, special refund policies and fees apply. See individual course descriptions.

Drops/Refunds for Classroom and Hybrid Courses

Use your student account at extension.berkeley.edu to request a drop/refund, or call (510) 642-4111 during business hours within the timelines listed below:

- Courses with fewer than six meetings: You must make your drop/refund request no later than one day prior to the first course meeting.
- Courses with six or more meetings: You must make your drop/refund request no later than one day prior to the second course meeting. The timeline for drops/refunds varies from one to 14 days after the course start date depending upon the meeting pattern of the course.

Drops/Refunds for Online Courses

For fixed-date online courses, you can request drops/refunds up to six days after the course start date.

For continuous-enrollment online courses, you can request drops/refunds up to six days after you enroll.

Cancellation of Courses

We cancel courses only when absolutely necessary, but we must reserve the right to do so, as well as to reschedule courses and change instructors. UC Berkeley Extension receives no state or University funding and is self-supported from course fees. If your course is canceled, you may either request a transfer to another course or you will automatically receive a full refund. We do not refund travel, textbooks or accommodation costs or any expense other than the full course fee in the event of course cancellation.

Nondiscrimination Policy

The University of California, in accordance with applicable federal and state law and the University's policies, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access and treatment in University programs and activities. It also covers faculty (Senate and non-Senate) and staff in their employment. For more information, refer to extension.berkeley.edu/static/studentservices/policies.

Sexual Harassment

Sexual harassment is prohibited both by law and by University of California policy. Sexual harassment is a form of illegal sex discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational status or employment; 2) such conduct has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile or offensive educational or working environment; 3) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual. For additional information, please refer to extension.berkeley.edu/static/studentservices/policies.